



Quick Reference Guide FOIAonline

How to Generate A Final Disposition Notice

This Quick Reference Guide provides instructions for generating a final disposition notice in FOIAonline. Note: In order to close out a request, all tasks associated with the request must be closed. After approval by reviewers, you will receive a new **Task** directing you to send the **Final Disposition Notice** to the requester. The **Final Disposition Notice** is a pre-formatted email that you may customize. You may also to attach files (e.g., signed letters). FOIAonline will automatically provide links to all of the records marked Public. **Please do not attach the records.** By providing links instead of a large attachment, the requester's mailbox is not impacted with large files and the link is available to the public through the public search function.

1. Click "**Close Out**" task.
2. Edit the "**Subject**" if you choose to do so.
3. Edit the "**Body**" of the email if you choose to do so.

4. N/A. (Note: “**Offline Closure Date**” functionality is available to HQ FOIA Specialists, Regional FOIA Officers and selected users, only.)

Figure 1: Close Out Task

Task Details

Close Out Task

Request Details

Tracking Number : EPA-HQ-2013-009851
Requester : Mr. John E. Brown
Organization : N/A
Requester Has Account : No

Task Details

Task Type : Final Disposition Notice
Assigned To : LindaE Green (Headquarters)

Close Out Task

Offline Closure Date

Offline Closure Date :
CLOSE WITHOUT SENDING

Final Disposition Notice

Note that this request's requester does not have an email address on file. Therefore, this notice will be sent to your email address. If you wish to send this notice to the requester, please send it via the requester's mailing address on file.

★ Subject : Final Disposition, Request EPA-HQ-2013-009851

★ Body :

B I U | Font Size |

Request EPA-HQ-2013-009851 has been processed with the following final disposition:
No records

This disposition can be appealed by filling out the appeal creation form here: [Create Appeal](#).

5. To upload supporting files (e.g., Agency response letter), click “**Select Files**” to attach the document.

Attach Supporting Files

If you are having problems, or do not see the "Select Files" button, [switch to the basic uploader](#).

SELECT FILE

No attachments have been added.

Attach Invoice

Send?	Title	Invoice Date	Amount
<input type="checkbox"/>	EPA-HQ-2013-009986 Invoice 20130916.pdf	09/16/2013	\$0.00

SEND CANCEL

6. Click “**Send**” button. The request is now closed.